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# The Bulletin Board

SUMMER TRIMESTER OF VOLUNTARY LANGUAGE BEGAN 5 MAY

THE FOURTH TRIMESTER FOR VOLUNTARY LANGUAGE STUDY BEGAN ON 5 MAY AND WILL CONTINUE UNTIL 15 AUGUST. THIS, THE SUMMER TRIMESTER, HAS AN ENROLL-MENT OF 295 AND PROVIDES INSTRUCTION IN 11 LANGUAGES: ARABIC, CHINESE, CZECH, FRENCH, GERMAN, ITALIAN, PER-SIAN, POLISH, PORTUGUESE, RUSSIAN, AND SPANISH. CLASSES ARE CONDUCTED BEFORE AND AFTER HOURS OF WORK. THE MORNING INSTRUCTION IS GIVEN FROM 0715 to 0815 hours and has a current REGISTRATION OF 187 IN 27 CLASSES. THE EVENING HOURS OF 1730 TO 1930 ON Mondays and Wednesdays, and 1730 to 1830 ON FRIDAYS, HAVE ATTRACTED 108 MANY OF THE REGIS-IN 15 CLASSES. TRANTS ARE CONTINUING THEIR STUDY FROM THE PREVIOUS OR SPRING SEMESTER AND UPON COMPLETION OF THREE TRI-MESTERS OF INSTRUCTION, WILL QUALIFY FOR LANGUAGE AWARDS. INSTRUCTION IS COMPREHENSIVE AND IS GIVEN AT THE ELEMENTARY AND INTERMEDIATE LEVELS.

THE INSTRUCTORS ARE EMPLOYEES OF THE AGENCY WHO HAVE VOLUNTEERED FOR THE WORK AND WHO, IN ADDITION TO THE COMPENSATION AT THE ESTABLISHED GS SCALE FOR OVERTIME, ARE ELIGIBLE TO APPLY FOR FOREIGN LANGUAGE PROFI-CIENCY AWARDS.

THE FALL TRIMESTER WILL BEGIN ON MONDAY, 8 SEPTEMBER. THE THREE WEEKS BETWEEN THE SUMMER AND FALL SESSIONS WILL PERMIT STUDENTS AND INSTRUCTORS TO TAKE VACATIONS OR TO PREPARE FOR THE FALL TERM.

SATELLITE THEORY COURSE LECTURES AVAILABLE

TEN OF THE LECTURES GIVEN BY THE , in 25X1A THE RECENT SATELLITE THEORY COURSE HAVE BEEN PUBLISHED AS SINGLE BRO-CHURES AND WILL BE MADE AVAILABLE THROUGH THE INTELLIGENCE SCHOOL/TR, TO EMPLOYEES OF THE AGENCY WHO RE-QUEST THEM. TWO LECTURES, "PRESENTA-TION ON LAWS OF ORBITAL MOTION", AND "PRESENTATION ON DYNAMICS", HAVE AL-READY BEEN RECEIVED BY THE IS/TR, AND 25X1A MAY BE OBTAINED BY CALLING

EXTENSION 3832. REQUESTS WILL 25X1A HAVE TO BE HONORED ON A FIRST-COME, FIRST-SERVED BASIS BECAUSE OF THE LIMITED NUMBER OF COPIES.

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PART-TIME COURSE IN SOSHO

A PART-TIME COURSE IN READING AND WRITING SOSHO, A JAPANESE SCRIPT, WILL BE GIVEN IN THREE, SIXTEEN-WEEK PHASES, FROM 3 SEPTEMBER 1958 THROUGH 8 AUGUST 1959. THE FIRST PHASE IS SCHEDULED TO BEGIN 3 SEP-TEMBER AND TO CONTINUE THROUGH 19 DECEMBER; THE SECOND PHASE, 2 JANU-ARY THROUGH 24 APRIL; THE THIRD, 27 APRIL THROUGH 8 AUGUST 1959.

THE CLASSES WILL MEET ON MONDAY, WEDNESDAY, AND FRIDAY OF EACH WEEK, FROM 1100-1150 HOURS. PREREQUISITES FOR THE COURSE ARE A KNOWLEDGE OF READING AND WRITING ADVANCED JAPA-NESE OR ITS EQUIVALENT, WHICH IS AN ABILITY TO READ 2000 CHARACTERS AND THEIR COMMON COMBINATIONS.

FURTHER INFORMATION ON THE COURSE 25X1A9a CAN BE OBTAINED BY CALLING MESSES.

EXTENSION 8318.

JUNE EXHIBITS IN INTELLIGENCE ORIENTATION COURSE

THE JUNE PRESENTATION OF THE IN-TELLIGENCE PRODUCTS AND THE SUPPORT EXHIBITS WILL BE THE LAST UNTIL MID-SEPTEMBER OF THIS YEAR. AGENCY EM-PLOYEES MAY SEE THESE IN THE R AND S AUDITORIUM.

> SUPPORT EXHIBIT WEDNESDAY 25 JUNE 1400 - 1600 Hours

INTELLIGENCE PRODUCTS EXHIBIT THURSDAY 26 June 0930 - 1200 Hours

GUESTS FROM THE DEPARTMENTS

STATE, ARMY, NAVY, AND AIR FORCE HAVE BEEN INVITED TO THE INTELLI-GENCE PRODUCTS EXHIBIT.

CLERICAL SKILLS QUALIFICATION TESTS SCHEDULED FOR JUNE AND JULY

TESTS IN SHORTHAND AND TYPEWRITING FOR EMPLOYEES WHO APE REQUIRED TO MEET THE AGENCY'S STANDARDS IN THESE SKILLS WILL BE CONDUCTED ON:

> MONDAY, 23 JUNE TYPEWRITING 1315 HOURS SHORTHAND 1400 Hours

> Monday, 7 July TYPEWRITING 1315 HOURS SHORTHAND 1400 Hours

MONDAY, 28 JULY TYPEWRITING 1315 HOURS SHORTHAND 1400 Hours

ALL TESTS ARE GIVEN IN ROOM 508, 1016 16th Street, N.W. REGISTRATION SHOULD BE ARRANGED BY SUPERVISORS THROUGH THEIR PERSONNEL PLACEMENT OFFICERS.

EMPLOYEES WHO DO NOT QUALIFY AT THE AGENCY LEVEL MAY BE ENROLLED IN ONE OF THE CLERICAL REFRESHER PRO-GRAMS IN WHICH SHORTHAND AND TYPING AT DIFFERENT LEVELS OF INSTRUCTION ARE TAUGHT.

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#### LANGUAGE AND AREA TRAINING

#### FULL-TIME LANGUAGE TRAINING

Applications for full-time study in the languages that are listed should be submitted through the Training Officer to the Registrar/TR. They should be initiated well in advance of scheduled starting dates in order to ensure sufficient time for review by a Qualifications Review Panel that is convened regularly for this purpose, and whose approval must be obtained before full-time training can be authorized.

FULL-TIME INSTRUCTION INCLUDES READING, SPEAKING, AND WRITING. (RSW)

Course	DATE OF APPLICATION REGISTRAR'S OFFICE	DATES OF COURSE	
CHINESE (BASIC)	4 August	15 September - 21 August 1959 29 Sept. *	
FRENCH (BASIC)	28 July	8 September - 6 February 1959	
FRENCH (INTERMEDIATE)	2 SEPTEMBER	13 OCTOBER - 19 DECEMBER	
GERMAN (BASIC)	11 August	22 SEPTEMBER - 20 FEBRUARY 1959	
GERMAN (INTERMEDIATE)	25 August	6 OCTOBER - 12 DECEMBER	
ITALIAN (INTERMEDIATE)		29 SEPTEMBER - 5 DECEMBER (CANCELED)	
JAPANESE (BASIC)	IMMEDIATELY	30 JUNE - 17 APRIL 1959	
PERSIAN (BASIC)	21 JULY	2 September - 19 June 1959 7 July *	
Russian (Basic)	28 JULY	8 September - 26 June 1959 15 Sept. *	
RUSSIAN (INTERMEDIATE)	21 JULY	2 September - 28 November 22 Sept. *	
SPANISH (BASIC)	21 July	2 September - 30 January 1959	

<sup>\*</sup> PREVIOUSLY SCHEDULED TO BEGIN ON THIS DATE.



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#### PART-TIME LANGUAGE TRAINING

Applications for part-time language training must be submitted to the Registrar/TR, at least two weeks before the starting date of a course.

Course

DATE OF APPLICATION REGISTRAR'S OFFICE

DATES OF COURSE

TURKISH (BASIC)

. \$

2 SEPTEMBER

15 September - 13 February 1959 7 July \*

(FIVE 1-HOUR CLASSES EACH WEEK)

#### AREA TRAINING

Three Area courses have been scheduled from the end of June to Mid-September. Training Officers are asked to process registrations for these courses, as indicated, through the Registrar/TR.

Moscow-Peking Axis - RS

25 JULY

11 AUGUST - 19 SEPTEMBER

1000 - 1200 Hours
Mon. Wed. And Fri.
Room 2132 Eye Building

Western Europe - AAO 1330 - 1630 Hours IMMEDIATELY

23 JUNE - 27 JUNE

16 - 20 June \*

DAILY

ROOM 2925 QUARTERS EYE

AFRICA AND THE U.S. - RS

IMMEDIATELY

25 June - 15 August

1300 - 1645 Hours

WED. AND ERI.

ROOM 2129 EYE BUILDING

MIDDLE EAST - RS

30 June - 19 September (Canceled)

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<sup>\*</sup> PREVIOUSLY SCHEDULED TO BEGIN ON THIS DATE.

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AREA TRAINING (CONT'D)

SINO-SOVIET BLOC: MOSCOW-PEKING AXIS

REGIONAL SURVEY

11 August - 19 September 1958

THIS COURSE IS DESIGNED FOR PERSONNEL WHO HAVE A GENERAL BACKGROUND KNOWLEDGE OF EURASIA AND WHO REQUIRE DEEPER UNDERSTANDING OF THE CURRENT SINO-SOVIET RELATIONS AND THE STRENGTHS AND TENSIONS THAT ARE DEVELOPING ON THE AXIS.

A BRIEF HISTORICAL REVIEW OF SINO-SOVIET RELATIONS WILL BE FOLLOWED BY ANALYSES OF THE POLITICAL, ECONOMIC, AND MILITARY FACTORS. GLOBAL PROBLEMS THAT ARISE FROM THESE RELATIONS AND PRODUCE PROFOUND IMPACT ON THE STRUGGLE BETWEEN THE FREE WORLD AND THE COMMUNIST BLOC WILL ALSO BE DISCUSSED

APPLICATIONS FOR REGISTRATION MUST BE IN THE OFFICE OF THE REGISTRAR/TR BY THE CLOSE OF BUSINESS ON 25 JULY 1958.

#### NOONTIME MOVIE SCHEDULE

JUNE AND JULY

EMPLOYEES OF THE AGENCY ARE INVITED TO ATTEND FILMS SCHEDULED TO BE SHOWN DURING JUNE AND JULY AT 1200 HOURS IN ROOM 1-82 QUARTERS EYE. SOME OF THE FILMS ARE FACTUAL; OTHERS ARE FEATURE FILMS. PERSONS WHO WISH TO IMPROVE FOREIGN LANGUAGE SKILLS, OR TO ACQUIRE ADDITIONAL KNOWLEDGE OF ONE OF THE AREAS IDENTIFIED IN A TITLE, WILL FIND FILMS OF CONSIDERABLE BENEFIT. SUPERVISOR'S APPROVAL SHOULD BE OBTAINED IN ORDER TO ATTEND ANY OF THE SHOWINGS.

23 JUNE

"I WAS A PRISONER IN SIBERIA." JAPANESE FILM. 90 MINUTES. STORY OF JAPANESE PRISONERS IN RUSSIA.

MONDAY

"THE COUNCIL OF THE GODS." GERMAN FILM. 106 MINUTES. EAST GERMAN ANTI-AMERICAN PROPAGANDA FILM.

8 JULY TUESDAY

16 JULY

RUSSIAN NEWSREELS (3)

WEDNESDAY

23 JULY

GERMAN SHORTS.

WEDNESDAY

25X1A9a

OCCASIONALLY IT MAY BE NECESSARY TO SUBSTITUTE A FILM FOR ONE LISTED, INQUIRIES ABOUT THE SCHEDULE AND OTHER INQUIRIES RELATED TO THE FILMS MAY ON EXTENSION 2381. BE MADE OF

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#### FOREIGN LANGUAGE PROFICIENCY TESTING

SINCE FEBRUARY HUNDREDS OF CANDIDATES FOR FOREIGN LANGUAGE AWARDS HAVE REPORTED FOR SCHEDULED TESTS IN THE AWARDABLE LANGUAGES. MOST OF THE CANDIDATES WERE TESTED FOR MAINTENANCE AWARDS, MANY FOR ACHIEVEMENT AWARDS, AND SOME TOOK TESTS ONLY TO DETERMINE THEIR LANGUAGE SKILLS. THERE WERE THOSE WHO HAD FORMAL INSTRUCTION, EITHER DURING DUTY-HOURS OR IN THE VOLUNTARY LANGUAGE TRAINING PROGRAM, AS WELL AS THOSE WHO KEPT OR INCREASED THEIR SKILLS THROUGH SELF-STUDY. ON THE DAY OF THE WRITTEN TEST EACH COMPLETED A CERTIFICATION ATTESTING TO THE WAY IN WHICH HE MAINTAINED OR ACHIEVED HIS LANGUAGE SKILL. (THIS INFORMATION IS NECESSARY IN DETERMINING THE AMOUNT OF AN AWARD SINCE AWARDS RESULTING FROM ON-DUTY INSTRUCTION ARE ONE-HALF THE AMOUNT OF THOSE FOR VOLUNTARY STUDY.)

When an employee takes the written test he registers for an oral test, if he wishes to take one. This phase of the testing requires about fifteen to twenty minutes for each person and is given by a panel of linguists. While oral tests are not mandatory, employees are encouraged to take them in order to determine comprehensive levels of language proficiency. However, some employees may not wish to take a written test and may wish to be tested in speaking only. In this case, arrangements should be made through the Training Officer.

THE WRITTEN TESTS ARE CORRECTED MECHANICALLY, AND AFTER THE PANELISTS HAVE COMPLETED THEIR EVALUATIONS, ALL SCORES ARE FORWARDED TO THE REGISTRAR/TR FOR FINAL DETERMINATION OF AWARDS. OTHER CRITERIA OF ELIGIBILITY ARE CHECKED AND IF THE CANDIDATE IS ELIGIBLE FOR EITHER A MAINTENANCE AWARD OR AN ACHIEVEMENT AWARD, THE REGISTRAR CERTIFIES TO THIS AND AUTHORIZES PAYMEN BY THE COMPTROLLER. A COPY OF THE ORIGINAL CERTIFICATION FOR AN AWARD IS DIRECTED TO THE MACHINE RECORDS DIVISION, O/COMPTROLLER, WHERE LEVELS AND TYPES OF PROFICIENCY ARE COMPILED FOR THE AGENCY'S LANGUAGE QUALIFICATIONS REGISTER. A SECOND COPY IS SENT TO THE CANDIDATE'S TRAINING OFFICER WHO IS RESPONSIBLE FOR INFORMING THE SUCCESSFUL CANDIDATE. RESULTS OF THE TESTS OF THOSE WHO DO NOT QUALIFY FOR AN AWARD ARE ALSO FORWARDED TO THE MACHINE RECORDS DIVISION AND TO TRAINING OFFICERS.

A LANGUAGE PROFICIENCY RECORD (FORM 1431) FOR EVERYONE WHO IS TESTED, IS MAINTAINED IN THE INFORMATION BRANCH OF THE REGISTRAR'S OFFICE.

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# External Training

MANAGEMENT PROBLEMS FOR EXECUTIVES

The University of Pittsburgh will hold its twenty-first session of Management Problems for Executives from 29 September to 21 November 1958.

For the first week or ten days, basic principles in the various subjects will be developed through lectures, textbook and mimeographed assignments, and discussions. After which case studies dealing with particular problems will be presented and discussed. These discussions will be under the leadership of senior members of the Faculty of the School of Business Administration at the University. Inspection trips to several industrial plants in the Pittsburgh area will supplement the course.

Subjects are developed primarily from a policy viewpoint rather than from a technical angle. Those to be discussed are:

- Business Policy. In this the student is shown how to recognize business problems and analyze them in order to formulate sound policies, to take action on the problems, and how to evaluate the action taken.
- Administrative Practices. This subject deals with problems of human relations in the middle and top management brackets. Attention is given to such subjects as delegation of authority, line-staff relationships, and company-wide rather than departmental thinking.
- Business and Government. This covers the ways in which government policies, agencies, legislation, taxation, and judicial decision influence business policies relating to production, marketing, financing, and labor relationships.

  Current problems growing out of this relationship will be considered in case studies.

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Financial Policy. This covers current financial plans and practices and the decisions affecting financial policies.

Industrial Relations. The development of unions, negotiations and administration of labor agreements, and community relations as related to employment policies, discipline policy, and the leadership function of supervisors are discussed.

Marketing Policy. Subjects to be discussed are market research, distribution, sales promotion, advertising, pricing, marketing organization, and the selection, training and compensation of salesmen.

Management Controls. This includes a study of management accounting, profit planning and industrial management.

Applications to attend this course should be submitted to the Registrar/TR before 3 July 1958.

SEMINARS AT CORNELL UNIVERSITY, Summer, 1958

The New York State School of Industrial and Labor Relations, a unit of the State University of New York, will hold several seminars and workshops during the summer of 1958 at Cornell University, Ithaca, New York.

July 7-11, Interviewing Methods and Techniques

July 14-18, Personnel Problems of Professional and Technical Employees

July 21-25, Personnel Selection and Placement

July 28-August 1, Wage and Salary Administration

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# Registrar's Reminders

INFORMATION ON CONTENT OF COURSES CAN BE OBTAINED FROM YOUR TRAINING OFFICER, FROM THE INFORMATION BRANCH/R/TR, AND IN THE OTR CATALOG. APPROV-AL AND SPONSORSHIP OF YOUR SUPERVISOR IS NECESSARY IN ORDER TO REGISTER IN A COURSE. APPLICATIONS SHOULD BE SUBMITTED THROUGH THE TRAINING OFFICER TO THE REGISTRAR/TR, BY THE CLOSE OF BUSINESS OF THE DATE INDICATED IN THE SCHEDULE. DATE OF

		APPLICATION	DATES OF COURSE
	Course	REGISTRAR'S OFFICE	
	INTELLIGENCE ORIENTATION R & S AUDITORIUM	30 JUNE	14 July - 8 Aug *
25X1A6a	Administrative Procedures	29 Aug	8 <b>Sept -</b> 26 <b>Sept</b>
25X1A6a	B-5 (SEE OTR CATALOG)	7 JULY	14 JULY - 15 AUG
25X1A6a	BASIC SUPERVISION (GS 9-11) DAILY 0830 - 1230 Hours	2 ЅЕРТ	8 <b>S</b> ept - 19 <b>S</b> ept
25X1A6a	DASIC MANAGEMENT (GS 12-14) DAILY 0830 - 1230 Hours	<sub>,</sub> 15 <b>Ѕ</b> ЕРТ	22 <b>\$</b> ЕРТ <b>-</b> 3 ОСТ
	DEPENDENTS' BRIEFING 117 CENTRAL BUILDING	(CONSULT TRAINING OFFICER)	1 JULY - 2 JULY
25X1A6a	Budget & Finance Procedures	11 Aug	18 Aug - 29 Aug

<sup>\*</sup> NOT LISTED ON LONG-TERM SCHEDULE: FOR DDP, DDS PERSONAL ONLY: REDUCED ENROLLMENT

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COURSE

DATE OF APPLICATION REGISTRAR'S OFFICE

DATES OF COURSE

CLERICAL REFRESHER PROGRAM Hours arranged after completion OF PRE-TEST 508, 1016 16тн Sт.

23 JUNE

30 JUNE - 25 JULY

PRE-TESTING FOR THE CLERICAL REFRESHER PROGRAM IS SCHEDULED IN ROOM 508, 1016 16TH STREET AS FOLLOWS:

26 JUNE

TYPING

0900 - 1000

SHORTHAND

0930 - 1100

PARTY ORGANIZATION AND OPERATIONS DAILY 0830 - 1230 Hours 2202 Alcott	28 JULY	4 Aug - 29 Aug
WRITING WORKSHOP 0900 - 1200 Hours 1st Wk: Mon., Tues., Thurs. Last 3 Wks: Tues., Thurs. 2026 R & S	29 Aug	8 SEPT - 2 OCT
READING TECHNIQUES Hours to be arranged 2502 Quarters Eye	30 JUNE	7 JULY - 1 AUG *
INTELLIGENCE RESEARCH (MAPS) 0900 - 1200, Mon., Wed., Fri.	29 Aug	8 SEPT - 26 SEPT

#### CANCELLATIONS

2029 R & S

CLERICAL REFRESHER 4 AUG - 29 AUG INTELLIGENCE TECHNIQUES 30 JUNE - 25 JULY 28 JULY - 22 AUG

\* FOR CLERICAL EMPLOYEES ONLY.

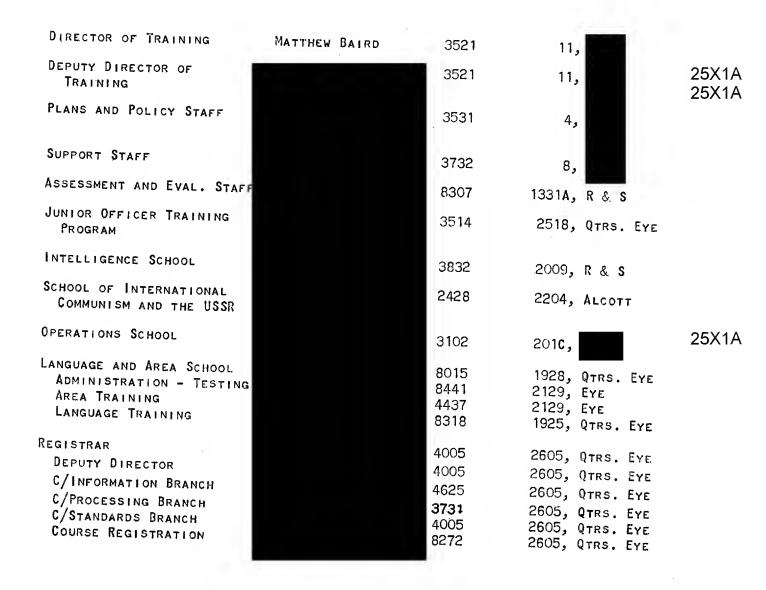
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Course	CODE	DATE OF APPLICATION REGISTRAR'S OFFICE	DATES OF COURSE
COURSE TITLES ARE CODED IN	0-1	11 Aug	25 Aug - 19 Dec
THE "O" SERIES IN THE CLAN- DESTINE SERVICES EDITION OF THE OTR CATALOG, JANUARY 1957.	0-2	25 Aug	8 SEP - 17-0cT
	0-4	30 Jun	7 Jul - 25 Jul
	0-6	25 Aug	2 SEP - 26 SEP
	0-8	29 Aug	8 SEP - 26 SEP
	0-10	22 <b>S</b> EP	29 SEP - 17 OCT
	0-12 (T-22)	3 Nov	17 Nov - 12 Dec
	0-13	7 Jul	14 Jul - 1 Aug
	0-15	14 <b>J</b> UL	21 Jul - 8 Aug
	0-16	23 Jun	21 Jul - 29 Aug
	0-17	4 Aug	18 Aug - 12 Sep
	0-24	18 Aug	2 SEP - 26 SEP
	0-25	23 Jun	30 JUN - 18 JUL
	0-28	21 Jul	28 Jul - 1 Aug
	0-29	25 Aug	2 SEP - 19 SEP
	0-30	29 <b>S</b> EP	13 Ост - 7 Nov

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## Directories

#### OFFICE OF TRAINING



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DD/I TRAINING OFFICERS

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25X1A	SPECIAL ASST. FOR DD/I		641	347,	ADMIN
	0/001		703	354,	ADMIN
a.	OCR		2628	350,	26тн \$т.
	ORR		2413 4533	1003, 1007,	
	ONE		552	105,	ADMIN
	001		<b>7</b> 49 <b>26</b> 50	2052, 2052,	
	0\$1		8326	1713,	BARTON
	180		4217	126,	25X1A
STATSPEC	CONTACT SOVMAT		795 2265 2993 2926 586	523, 410,	1717 H ST. 1717 H ST. 1717 H ST. 1717 H ST.
	LOD		000	,	25X1A
	Special Asst. for DD/S		2228	222,	EAST
	AUDIT		2247	2218,	CURIE
	Management		4183	565,	1717 H St.
	MEDICAL		3348	1303,	J
	COMMUNICATIONS		2976	2308,	EYE
	Comptroller		4454	1039.	ALCOTT
	Logistics		4134		QTRS. EYE
	PERSONNEL		4353	2602,	CURIE
	SECURITY		815 1	1311,	EYE
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